

**Town of Westminster
Job Description**

Position Title:	Building Commissioner	Grade Level:	6
Department:	Building	Date:	02/16/2016
Reports to:	Board of Selectmen	FLSA Status:	Exempt

Job Summary

The Building Commissioner is responsible for the planning, organizing and supervision of inspection work to ensure compliance with life safety, structural, light, ventilation and other pertinent local and state regulations; oversees the issuance of required permits applicable to building construction; reviews plans for zoning compliance. Serves as the Town's Zoning Enforcement Officer including signage, nuisance, and enforcement of the Town's zoning Bylaws. The employee is required to perform all similar or related duties.

Supervision Required

Under the administrative direction of the Town Administrator, the employee carries out work in accordance with state and/or federal laws and/or regulations as well as municipal Bylaws, policies and objectives; individual establishes short and long-range plans and objectives, department performance standards, and assumes direct accountability for department results. Consults with the State officials, Town Administrator, or Zoning Board where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all departmental conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility

The employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares and administers an operating budget. Assists or oversees the personnel function of the department including recommending hiring, developing and implementing employee training, and the disciplining of employees.

Provides direct supervision over full-time and part-time employees who work at the same location with different work schedules. The number of employees supervised is well established and reasonably stable throughout the year.

Confidentiality

The employee has regular access on a department-wide basis to confidential information in accordance with the State Public Records law including, personnel files, law suits and department records.

Judgment

The work is performed based on or municipal policies, general principles, state legislation, or directives that pertain to a specific department or functional area. Extensive judgment and

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ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work including conducting investigations of alleged violations.

Work Environment

Majority of work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites, such as exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, toxins or fumes, traffic, electricity, oil, dirt, explosive materials, or grease. Work may involve work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Administrative work is performed under typical office conditions. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours to attend evening meetings and/or in response to emergency incidents on a 24/7 basis.

Nature and Purpose of Relationships

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee represents to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Accountability

Consequences of errors, missed deadlines or poor judgment may include adverse public relations, personal injury, danger to public safety, legal repercussions, jeopardize programs, lower standards of service, sub-standard construction, monetary losses, damage to buildings and equipment, or personal injuries.

Occupational Risk

Duties generally present frequent exposure to occupational risk when conducting field inspections at construction work sites. Examples of injury may include bruises from falls, cuts

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or burns, or muscular strains and serious personal injury when conducting inspections.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reviews plans for building construction or alteration to determine compliance with State and Local building and zoning codes and bylaws; issues building permits; calculates and collects fees; supervises the maintenance of associated records.

Inspects buildings and alterations to buildings under construction and upon completion for conformance with structural requirements and approved plans. Issues Certificates of Occupancy if required. Performs other inspections as required by the Building Code.

Confers with builders, architects, engineers, property owners, and the general public regarding construction requirements, application of the zoning bylaws, and other related matters.

Reviews site plan, special permit and variance applications, and on request of the ZBA, makes on-site inspections to review work in process following issuance of special permit(s).

Maintains close working relationships with the Town Coordinator, Planning Board, Board of Appeals, DPW Superintendent, Health Department, Conservation Commission, Police, Fire, and Board of Assessors. Reports to the Board of Selectmen through the Town Coordinator.

Enforces zoning bylaws, initiating inspection and enforcement actions as prescribed by State Statutes and Town bylaws, and as such provides interpretation of zoning bylaws. Is authorized to initiate legal action to enforce zoning bylaws which may require consultation with the proper Town authorities.

Investigates complaints of alleged zoning violations and takes appropriate action, such as the issuance of cease and desist orders or the filing of non-criminal complaints in District Court. Confers with Town Counsel as required.

Keeps abreast of all changes or revisions of state and local building codes and zoning bylaws, as well as latest technical developments in the design and construction of buildings and structures.

Attends continuing education classes to maintain professional certification.

Prepares the annual departmental budget for submission to the Town Coordinator. Oversees the monitoring of all department expenditures.

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Receives and answers inquiries from contractors, builders, and general public via phone, mail, and in person concerning building and zoning rules and regulations.

Responsible for collecting all related fees and turning such fees over to the Town Treasurer on a monthly basis.

In accordance with statutory regulations, prepares and maintains inspection records and prepares reports for use by other Town officials, administrative or judicial authorities; confers with other code inspectors when necessary.

Attends public meetings as necessary to discuss codes, flood zones, building construction or renovation plan reviews and other related issues.

Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards as needed; prepares documents for the appeal of building department decisions or orders and defends its actions before the District of Superior Court.

Responds to natural disaster emergencies as necessary.

Prepares and administers the department's operating budget.

Attends educational seminars in order to keep abreast of all changes or revisions to the State Building Codes and local zoning bylaws and to maintain required certification and licenses.

Works in conjunction with the Fire Chief to ensure the safety of public assembly buildings.

Recommended Minimum Qualifications:

Education and Experience

Bachelor's Degree or master craftsman level of building construction trade knowledge; five to seven (5-7) years of prior work experience preferably in the construction trades; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

Motor Vehicle Class D Operator's License. Certification as a Building Commissioner/Inspector of Buildings by the Board of Building Regulations and Standards (BBRS), or ability to obtain within 18 months. Construction Supervisor's license is preferred.

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Knowledge, Abilities and Skill

Knowledge

Thorough knowledge of construction methodology including means and methods, land use, construction and municipal law, the state building code and related codes; working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management techniques and practices; knowledge of the Town's geography. Knowledge of information technology including the use of office software including word processing and spread sheet applications as well as GIS in support of department operations.

Abilities

Ability to interpret and enforce in an impartial manner state and local laws such as the State Building Code and local zoning by-laws. Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, property owners, designers, contractors, subcontractors and other code enforcement or regulatory agencies. Ability to apply practical, legal reasoning in order to interpret and apply code regulations.

Skill

Proficient oral, written communication skills; effective negotiation skills; proficient data processing skills. Supervisory skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them.

Motor Skills

Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, and operating a motor vehicle.

Visual Skills

Employee is required to read documents for general understanding and analytical purposes. Employee must be able to determine color differences.

This job description does not constitute an employment agreement between the employer and

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employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.